

2014 – 2015 WORKFLOW FOR DISTINGUISHED & CHANCELLOR’S PROFESSOR Program (Updated 2.25.15)

- Department/School Documents:**
1. Department nomination letter and vote. *(to allow internal nominations to remain confidential, committee letter from Dept. is required but Dept Vote is optional.)*
 2. Chair letter of support.
 3. Dean letter of support.
 4. CV, research, teaching and diversity statements (if internal candidate can use most recent review file)
 5. *3 external letters of support (for external candidates if getting letter is difficult because of confidentiality issue this should be noted in the Dean’s letter)*

AP Office

Distinction Review Committee (meets quarterly)

Standing committee appointed by VPAP composed of current National Academy Members, Distinguished, and Chancellor Professors. Meets quarterly and occasionally more often to address time-sensitive recruitments.

- Identifies candidates with qualifications for appointment as Distinguished or Chancellor’s Professors.
- *Can request additional information, including letters of support.*

VPAP informs Department/School Not Approved

NO

YES (External Candidate)

YES (Internal Candidate)

VPAP and Provost evaluate programmatic needs

VPAP informs Department/School Approved (If external candidate can make offer)

Low Priority

High Priority

VPAP informs Department/School Not Approved

CAP Review and Recommendation

Recommend

VPAP and Provost discusses CAP recommendation and makes a final decision

Against

YES Final Decision NO

